

# Checklist for Filing Unemployment Insurance Contribution/Wage Reports and Making Corresponding Payments

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This application will enable you to file online one or more South Carolina Department of Employment and Workforce (DEW) quarterly reports (UCE-120) and/or corresponding Contribution Report (UCE-101).

After logging in to SCBOS, click on the “SCDEW – UCE-101/120 Quarterly Filings (File and Pay Unemployment Insurance)” link. This will transfer you to the UCE-101/120 filing application.

Remember, you can “Save and Stop” your report at any time. Your application will be stored for up to 92 days.

SCBOS will prevent you from starting a new filing if, a filing with the same account number and quarter has already been started and paused. Instead, SCBOS will ask you to restart the paused filing.

## To file a Contribution Report and/or Wage Report, you need the following information:

- ☐ DEW account number.
- ☐ Federal Employer Identification Number (FEIN) and PIN number. If you don’t have a PIN, the workflow will enable you to establish a four digit (numeric) PIN.
- ☐ Contact name, email address, and phone number.

## Quarterly Wage Report

- ☐ Select whether you will enter wage information directly through the keyboard or upload wage information in a DEW approved format. In most cases it is easier to enter the information directly.

### ***If wage information is to be entered directly for the quarter:***

- ☐ Name, SSN and wage for each employee. The name and SSN of each employee from the previous quarter is normally displayed but you must add the wages for the quarter.

Note: You may verify the information entered into the grid on the following screen. SCBOS will display the total number of employees entered, the number of employees with zero wages for the quarter, and the total wages entered. These numbers can then be checked with the corresponding control totals you maintain.

### ***If you choose to upload wage information for the quarter:***

- ☐ A text (txt) file is required that corresponds to either the DEW ICESA or MMREF format. The production of the formatted file usually requires a computer program.

## Contributions Report

- ☐ The number of covered workers on the 12<sup>th</sup> day of each month in the quarter.
- ☐ The excess wages for the quarter (currently \$12,000 for the year). The idea is to not pay unemployment insurance for wages exceeding the excess wages amount.
- ☐ The current contribution due is calculated by DEW and displayed but needs to be verified so you should know what credit, penalties, interest and other changes could be impacting the amount you owe.

## Shopping Cart

- ☐ Select the filing(s) to be checked out by clicking on the check box to the left of the business name. If you wish select all filings, click on the checkbox above the table.
- ☐ Enter the amount(s) to pay. If the amount you want to pay is different, enter the amount to be paid in the right most column of the table.

## Checkout

Note that payments can now be scheduled so you don't have to wait until the due date to file and pay.

- ☐ Select the payment method. Currently EFW is the only method available.
- ☐ Enter submission date – there is only one date per checkout. You cannot schedule a payment beyond the due date.
- ☐ To pay online by electronic check (EFW), you need the bank routing number, bank account number, and individual name or business name. This banking information must match the information on the bank statement.

## Other

For additional information, check the [DEW Partner page](#).